

# KENTUCKY BOARD OF DENTISTRY

## 2001 SPRING NEWSLETTER

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### BOARD MEETINGS



The Kentucky Board of Dentistry meets every other month on the second Saturday. Meetings take place at the Board office located at 10101 Linn Station Rd., Suite 540, Louisville, Kentucky 40223, 502/423-0573. Meeting times and place may be changed with advanced notification. The next meeting of the Board is scheduled for March 10, 2001. We welcome any licensee's attendance. The meetings are open to the public.

### RETIREMENT OF KENTUCKY DENTAL AND DENTAL HYGIENE LICENSE

Each renewal year the Board has many licensees who do not renew their license, nor do they notify the Board office that they do not wish to renew their license. If the Board office is not notified by December 31 of the renewal year that a licensee does not wish to renew their license, the licensee's license is suspended for non-renewal.

A licensee who wishes to retire their Kentucky dental or dental hygiene license must notify the Board in writing for the retirement to be granted. The best time to notify the Board of such a request is during the biennial license renewal. The renewal form has a place at the top of the page to request retirement of the license.

A license that has been placed in retirement can be reinstated up to five years after the date of retirement by paying back renewal fees, showing proof of 30 hours of continuing education within the last 24 months, and filing a reinstatement application. If the licensee has been practicing in another state, then proof of good standing from every state that you hold or have held a license in must be sent directly to the Board office, and a report from the National Practitioners Data Bank.

### RENEWAL OF LICENSES FOR DENTISTS



This year will be the second biennial license renewal for dentists. Each dentist must renew his or her license by December 31, 2001. A few simple reminders when renewing your Kentucky Dental license are:

- Make sure the proper renewal fee is sent. The renewal fee is always on the renewal application.
- You must have accumulated 30 hours of CE by December 31, 2001, have taken a HIV/AIDS course, and be current in BLS. If you graduated in 2000, you will need to only have 15 hours of CE plus HIV/AIDS and be current in BLS. If

you will be graduating in 2001, you are exempt from CE for this renewal period only.

- Renewal applications must be postmarked by December 31 of the renewal year to avoid the \$50.00 reinstatement fee.
- Make sure you review the information on the application and make any necessary changes.
- Make sure you sign and date the back of the application.
- Make sure the application is filled out correctly and all areas have been filled out.
- Make sure you enclose your payment with the application.
- Make sure that the laboratory-listing sheet is enclosed with your renewal.
- Do not send in proof of Continuing Education with the renewal. Each licensee must keep proof of CE for five (5) years.
- If you do not receive your renewal certificate within 2 weeks after you mail the renewal form, call the Board office to make sure that we have received your renewal application.

### RENEWAL OF ANESTHESIA PERMITS

Along with the dental renewal form, any dentist who has an anesthesia permit will also be required to renew their anesthesia permit. The fee for renewal is \$30.00. You must send in proof with the renewal of being current in ACLS **OR** being current in BLS and submitting proof of taking six (6) hours of continuing education in anesthesia safety and emergency procedures. These hours do not count towards the thirty-(30) hours needed to renew your dental license.

If you do not wish to renew your anesthesia permit, you must notify the board of this in writing. A dental license will not be renewed if the licensee holds an anesthesia permit and the permit is not renewed or retired at the time of renewing the dental license.

### RADIATION SAFETY COURSE FOR DENTAL ASSISTANTS

All dental assistants must have passed a course approved by the Kentucky Board of Dentistry on Radiation Safety **BEFORE** they are allowed to take x-rays in the dental office. A new regulation went into effect on May 10, 2000, requiring the course to include two (2) parts:

- A minimum of a six-(6) hour course in dental radiography safety approved by the Board. Written documentation must be kept on file in the dentist's office showing successful completion of the course.
- Technique instruction: A minimum of four (4) hours of instruction by the dentist in dental radiography technique while under the employment and supervision of the dentist in the office where the dentist practices.

**OR**

Maintains written documentation that the dental auxiliary personnel have completed a minimum of a four-(4) hour course in radiography technique approved by the Board.

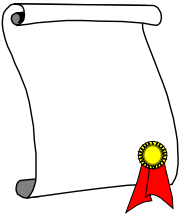
Assistants, who have already taken a six-hour (6) course in radiation safety and can supply proof of this, do not have to take the course again. Written documentation of completion of this course must be kept on file in the dentist office. Although they will not have to take the radiation safety course over, each assistant will be required to have the four hours of technique instruction.

The dentist must continuously supervise and inspect the dental auxiliary personnel while taking radiographs. Licensed and registered dental hygienists are deemed to meet the requirements of this administrative regulation and not required to take this course.

**ACCESS TO HEALTH RECORDS BY PATIENTS**

Many calls are still being received at the Board office concerning dental records. Under KRS 422.317 patients are entitled to one copy of their records at **no cost**. The law **does not** contain any language, which would allow a dentist to refuse to release a copy of patient records when the patient owes the dentist money. If possible, radiographs should be a part of the record provided to the patient. However, if you have no way of reproducing the radiographs(s), the Board interprets KRS 422.317 that a written narrative of the radiograph would be sufficient to meet the requirement of KRS 422.317.

**The Kentucky Board of Dentistry does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or provision of services.**



**PROOF OF CONTINUING EDUCATION COURSES**

After each renewal period, the Board does a random audit of the continuing education courses taken. There have been many certificates of attendance that are sent with the audit information that are not acceptable as proof of taking the course. When a licensee takes a CE course and receives a certificate, the following information must be on the certificate:

- 1. The name of the course taken
- 2. The date of the course
- 3. The number of CE hours granted for this course
- 4. The attendee's name
- 5. The provider of the course.

If this information is not on the completion certificate that is received after taking the course, the audit will not be considered complete and this information will be sent back to the licensee.

**DENTISTS USING DENTAL LABORATORIES**

Each dentist who practices in Kentucky and uses dental laboratories must submit to the Board by December 31 of each year all dental laboratories that they used for that year. You must supply us with the name, address and registration number of each lab that you list on the laboratory listing sheet that is mailed to each licensed dentist each year. If you are unsure if a lab is registered in Kentucky, **DO NOT** call the board office. You can obtain this information by either calling the laboratory and requesting a copy of their current registration or looking on the invoices that you have received from the laboratory.

Effective January 1, 1997, all dentists must keep on file a copy of the current year registration certificate for each laboratory that they do business with. By having a copy of this certificate, this ensures the dentist that they are using a laboratory that is currently registered with the Board.